

EDITED TASK LISTING

CLASS: MAINTENANCE MECHANIC (CORRECTIONAL FACILITY [CF])

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
1.	Performs various mechanical work (e.g., welding, piping, cell door/gate repair, fence repair, various kitchen equipment repair [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], laundry equipment repair, minor office furniture repair, sewage system and equipment repair, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
2.	Inspects proper condition of various mechanical systems (e.g., welding, piping, cell door/gate repair, fence repair, various kitchen equipment repair [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], laundry equipment repair, minor office furniture repair, sewage system and equipment repair, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
3.	Performs glazing (i.e., replacement of glass) in the correctional facility setting in order to repair, maintain, and improve the buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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4.	Inspects proper condition of glazing (i.e., replacement of glass) in the correctional facility setting in order to repair, maintain, and improve the buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
5.	Performs various electrical work (e.g., troubleshoot and repair/replace motors, lighting, various switches, cell door and gate actuators, various kitchen equipment [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], ground fault circuit interrupters [GFCI], laundry equipment, assist in Heating, Ventilating, Air Conditioning [HVAC] installation and repair, assist with electrified fence repair, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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Task #	Task
6.	Inspects proper condition of various electrical systems (e.g., troubleshoot and repair/replace motors, lighting, various switches, cell door and gate actuators, various kitchen equipment [e.g., ovens, mixers, walk-in refrigerator/freezers, scullery machines, etc.], ground fault circuit interrupters [GFCI], laundry equipment, assist in Heating, Ventilating, Air Conditioning [HVAC] installation and repair, assist with electrified fence repair, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
7.	Performs miscellaneous plumbing work (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, sewer system, storm drains, condensate draining systems, laundry equipment, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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8.	Inspects proper condition of miscellaneous plumbing systems (e.g., clear drains and sewer lines, repair water lines, install valves, fixture replacement, sewer system, storm drains, condensate draining systems, laundry equipment, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
2.	Perform miscellaneous metal fabrication work (e.g., welding, machining, sheet metal work, cutting, brazing, stainless steel work, etc.) in the correctional facility setting in order to repair, maintain, and improve the various equipment and buildings utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
3.	Perform miscellaneous equipment operations (e.g., backhoes, bobcats, forklifts, etc.) in the correctional facility setting in order to assist in the repair, maintenance, and/or improve the buildings, utilities, equipment, maintenance systems, etc. utilizing proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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4.	Perform minor construction work (e.g., interior/exterior painting, concrete forming and finishing, door installation, building stairs and ladders, install cabinets, etc.) in the correctional facility setting in order to assist in the repair, maintenance, and/or improvement of the buildings, grounds, curbing, etc. utilizing plans and specifications, blueprints, As-Built Schematics, proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
5.	Assist outside contractors in major construction work (e.g., office additions, retrofits, boiler replacement, roof replacements, etc.) in the correctional facility setting in order to assist in the repair, maintenance and/or improvement of the buildings, grounds, utilities, etc. utilizing plans and specifications, blueprints, As-Built Schematics, proper tools and materials, personal knowledge, building codes, industrial safety orders, Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
6.	Instruct and supervise inmates to understand and follow oral and written instructions (e.g., Code of Safe Practices, Injury and Illness Prevention Program, Material and Safety Data Sheets [MSDS], Operators Manuals, departmental policies and procedures, etc.) sufficient to carry out repair and preventative maintenance work orders and shop procedures by demonstrating the proper repair and maintenance methods, to answer questions as needed, under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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	Estimate cost of parts, materials and time needed in the repair and maintenance of equipment and buildings by utilizing catalogs, retail, internet, State Logistics and Material Management System (SLAMM), etc. per State Administrative Manuals (SAM), under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
7.	Prepare requisitions for materials, supplies and equipment needed in the repair and maintenance of equipment and buildings by utilizing catalogs, retail, internet, State Logistics and Material Management System (SLAMM), etc. per State Administrative Manuals (SAM) under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
8.	Prepare requisitions for materials, supplies and equipment needed in the repair and maintenance of equipment and buildings by utilizing catalogs, retail, internet, State Logistics and Material Management System (SLAMM), etc. per State Administrative Manuals (SAM) under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
9.	Keep accurate inventories of materials, supplies, shop equipment and tools needed in the repair and maintenance of equipment and buildings by utilizing various forms and procedures, etc. in accordance with Departmental Operations Manual (DOM), Title 15, departmental policies and procedures, laws, rules and regulations under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
10.	Maintains records (e.g., inmate timekeeping, Standard Automated Preventive Maintenance System (SAPMS) [e.g., demand work orders, P.M. work orders, etc.], search logs, tool inventories, etc.) in order to maintain safety and security and ensure compliance with Departmental Operations Manual (DOM), Title 15, departmental policies and procedures, laws, rules and regulations utilizing various forms under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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	Maintains tools and equipment in order to ensure proper operation, safety, perform assigned tasks, etc. utilizing proper tool usage procedures, operator manuals, safety guidelines, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
11.	Issues and controls tools, supplies and equipment and maintains tool inventory by utilizing a scheduled and random tool count, to maintain security procedures, write information in the tool control inventory log (name, date, time, and article) and by using a color coded shadow board and chit system for the issuance of tools per Departmental Operations Manual (DOM), departmental policies and procedures and under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
12.	Prepares various written documents (e.g., records [e.g., inmate chronos, equipment and building status, etc.] other reports, forms, logs, etc.) in order to provide information/ documentation and to ensure compliance with various laws, rules, regulations, departmental policies, procedures, etc. utilizing various resources under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
13.	Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections to themselves or others or to property in accordance with Departmental Operations Manual (DOM), departmental policies and procedures, Title 15, California Code of Regulations and under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
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15.	Inspects premises and searches inmates for contraband (e.g., weapons or illegal drugs, etc.) to ensure the safety and security of the institution and public utilizing laws, rules, regulations, departmental policies and procedures, etc. under the direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
16.	Maintains order and supervises the conduct of persons committed to the Department of Corrections to produce a safe and productive work environment utilizing the Departmental Operations Manual (DOM), Title 15, and departmental policies and procedures under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
17.	Inspect work area for fire/safety hazards in order to maintain a safe and productive work environment in accordance with Departmental Operations Manual (DOM), Title 8 and 15, departmental policies and procedures, California Code of Regulations and under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
18.	Represents the department, in formal or informal settings, regarding maintenance mechanic issues at meetings, conferences, hearings, legal depositions, etc. to obtain or provide information and/or represent the interest of the department utilizing interpersonal skills, professionalism, personal knowledge, etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).

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	Interpret blueprints, drawings, schematics, and specifications of buildings and equipment to effect required repairs, modifications, preventive maintenance, and fabrication etc. under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
19.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills per departmental policies and procedures as needed.
20.	Participate in Department of Corrections In-Service Training Program to ensure all mandated training requirements are met as required per departmental policies and procedures under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
21.	Accurately interpret and apply laws, rules, regulations, departmental policies and procedures, etc. as they relate to maintenance mechanic assigned tasks in order to gain an understanding and apply as needed.
22.	Communicate and understand general written and verbal instructions to complete assigned tasks in a productive, effective and professional manner under the general direction of the administrative authority (e.g., Chief Engineer, Supervisor of Building Trades, etc.).
23.	Communicate in a professional manner and deal with confidential issues utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships with others in order to determine and resolve various issues as needed.
24.	